

Magellan Midstream Partners, L.P.			
PREP EXERCISE FORM—EQUIPMENT DEPLOYMENT/INSPECTION		12-FORM-1638	
Emergency Response and Preparedness	01/01/11	Revision: 5	Page 1 of 10

A. GENERAL INFORMATION (COMPLETE OR CHECK ALL SPACES THAT ARE APPLICABLE)			
DATE: 6/13/2014		NAME OF PERSON COMPLETING FORM: JON JACOBS	
DISTRICT/AREA: MWD		LOCATION OF EXERCISE: ST JOE TERMINAL	
SEMIANNUAL TERMINAL EQUIPMENT DEPLOYMENT?		<input checked="" type="checkbox"/> 1ST SEMIANNUAL	<input type="checkbox"/> 2ND SEMIANNUAL
ANNUAL PIPELINE EQUIPMENT DEPLOYMENT <input type="checkbox"/>			
ANNOUNCED <input checked="" type="checkbox"/>	UNANNOUNCED <input type="checkbox"/>	GOV'T INITIATED <input type="checkbox"/>	ACTUAL RESPONSE <input type="checkbox"/>

B. INSTRUCTIONS
WHEN TO USE THIS FORM
1. Use this form for: <ul style="list-style-type: none"> a. Terminal Equipment Deployment Exercises b. Pipeline Equipment Deployment Exercises c. Government Initiated Unannounced Exercises d. Responses to Actual Emergencies e. Response Equipment Inspections
APPLICATION
1. The requirement to deploy response equipment applies to terminals with Integrated Contingency Plans and Pipelines that have response equipment in storage. 2. There are three types of terminals for purposes of this form. The first type of terminal has its own containment boom. The second type has no containment boom, but has other equipment such as culvert plugs or plugging equipment such as sandbags and plywood. The third type of terminal has no response equipment except for sorbent boom, pads and hand tools.
EXERCISE REQUIREMENTS (SEE DISTRICT IMPLEMENTATION PLAN)
1. Terminals with Company owned response equipment (i.e. containment boom): <ul style="list-style-type: none"> a. The terminal shall conduct Equipment Deployment Exercises twice each year, one of which will be unannounced. b. The amount of equipment to deploy shall be the equipment necessary to respond to a small, 2,100 gallon, off-site discharge. c. All other response equipment shall be inspected and documented on this form 2. Terminals with some response equipment (i.e., culvert blocking equipment) that rely on OSROs to respond with containment boom: <ul style="list-style-type: none"> a. Terminals shall conduct Equipment Deployment Exercises twice each year, one of which will be unannounced. b. Any response equipment not used shall be inspected and documented on this form c. On a yearly basis, Terminals should ensure that the OSRO designated in their response plan is capable of properly responding to the tactical sites identified in the response plan. 3. Terminals with no response equipment other than shovels and adsorbent pads. <ul style="list-style-type: none"> a. Any response equipment not used shall be inspected and documented on this form b. On a yearly basis, Terminals should ensure that the OSRO designated in their response plan is capable of properly responding to the tactical sites identified in the response plan. 4. Pipeline Response Equipment <ul style="list-style-type: none"> a. For each cache of response equipment, a representative sample should be deployed once each year by the personnel expected to deploy the equipment; either Company personnel or OSRO contractors. b. Any response equipment not used shall be inspected and documented on this form.

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EXERCISE PREPARATION

1. The QI should function as the Exercise Coordinator and/or Exercise Evaluator. The QI should:
 - a. Review the PREP ICP/PRP Core Components Checklist (Appendix A) prior to initiating any exercise in order to develop and communicate exercise objectives. The exercise must be designed to address all of the items identified in the Checklist.
 - b. Plan the exercise scenario – preferably using a site that is off facility property and at the nearest instance of navigable water. Equipment deployment should be at an actual tactical site identified in the Integrated Contingency Plan, Pipeline Response Plan, or at a similar site.
 - c. Exercise coordinators are encouraged to include response contractors and local emergency response agencies (listed in the Integrated Contingency Plan) in the equipment deployment exercises. Participation of outside agencies should be documented on this form.
 - d. Ensure that each exercise includes a *tabletop discussion* of the selected scenario utilizing the Integrated Contingency Plan and/or the Pipeline Response Plan. Ideally, the tabletop discussion would precede or occur along with the equipment deployment exercise.
 - e. Identify and communicate exercise objectives to participants
2. An unannounced exercise consists of an event where the participants do not know the location, time, or scenario in advance of the exercise.
3. In addition to SIP Element 12, refer to SIP Element 16 for acronyms and to SIP Element 17 for definitions.

EQUIPMENT DEPLOYMENT INSTRUCTIONS

1. Supervisors shall ensure the proper PPE is provided for Company personnel deploying response equipment.
2. For Terminals where the sole OSRO resource for small/med spill containment and recovery is a contractor, the QI will evaluate the contractor's performance by recording the contractor notification time, and then the following:
 - Time at which containment boom or other approved containment action is deployed and functional. The maximum allowable elapsed time for this activity is 1 hour from time of contractor notification.
 - Time at which oil recovery equipment is available. The maximum allowable elapsed time for this activity is 2 hours from time of contractor notification.
3. The QI shall certify the exercise or response using this form.
 - Critique and documentation of the exercise on this form and on Appendix A, the PREP ICP/PRP Core Components Checklist.
 - Capturing necessary action items to address inadequacies of the response or of the response plan.
 - Completion and distribution of this form to file within 30 days following completion of the exercise.

NOTE: DEPLOYMENT REFERS TO ACTUAL MOBILIZATION AND "USE AS INTENDED" FOR ALL EQUIPMENT THAT IS LISTED FOR EACH FACILITY OR CACHE IN THE DISTRICT IMPLEMENTATION PLAN. THIS EXERCISE CAN BE ANNOUNCED OR UNANNOUNCED.

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C. EXERCISE INFORMATION (PROVIDE INFORMATION BELOW IF APPLICABLE, OR MARK N/A)		
PIPELINE NAME:	MILEPOST (OR OTHER REFERENCE):	
TERMINAL NAME: ST JOE TERMINAL	TACTICAL SITE: #1	
WATER BODY: STORM WATER RUN OFF POND	EQUIPMENT CACHE: BOOM DEPLOYMENT/CULVERT BLOCKING	
EXERCISE DATE: 6/13/2014	BEGIN TIME: 09:28	END TIME: 10:02
FOR TERMINAL EQUIPMENT DEPLOYMENT EXERCISES ONLY. DOES A CONTRACTOR DEPLOY EQUIPMENT AND PERSONNEL IN ORDER TO FULFILL THE SMALL/MED SPILL CONTAINMENT/RECOVERY REQUIREMENTS OF 40 CFR 112 APPENDIX E (1 HOUR CONTAINMENT; 2 HR RECOVERY) FOR THE TERMINAL? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <ul style="list-style-type: none"> • IF YES, THEN STOP HERE AND PROCEED TO BLOCK F; OTHERWISE, CONTINUE TO COMPLETE BLOCKS D AND E BELOW. 		
FOR PIPELINE EQUIPMENT DEPLOYMENT EXERCISES ONLY. IN THE EVENT OF AN EMERGENCY, WILL A CONTRACTOR BE EXPECTED TO DEPLOY EQUIPMENT FROM THE PIPELINE EQUIPMENT CACHE IN LIEU OF COMPANY PERSONNEL? <input type="checkbox"/> YES <input type="checkbox"/> NO <ul style="list-style-type: none"> • IF YES, THEN CONTINUE TO COMPLETE BLOCKS D AND E BELOW AND THEN PROCEED TO BLOCK F. • IF NO, THEN CONTINUE TO COMPLETE BLOCKS D AND E BELOW AND THEN PROCEED DIRECTLY BLOCK G. 		

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D. RESPONSE DESCRIPTION

PROVIDE A DETAILED DESCRIPTION OF THE SCENARIO AND EXERCISE (OR ACTUAL) RESPONSE. USE SKETCHES AND DIAGRAMS AS APPROPRIATE:

DEPLOYMENT OF ROUGHLY 50' OF CONTAINMENT BOOM ON WATER AS SPECIFIED BY THE EPA APPROXIMATELY 1/8 MILE SE OF ST JOE TERMINAL AS OUTLINED IN SMALL SPILL SCENARIO; TACTICAL SITE #1.

CULVERT BLOCKING UTILIZING SAND BAGS AND PLASTIC MATERIAL

ST JOE TERMINAL STAFF MEMBERS UTILIZED NOTIFICATION PROCESS PER MAGELLAN'S SPILL REPORTING NUMBER.

CHECKED GENERATOR FOR OPERABILITY.

[illegible]

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F. OIL SPILL REMOVAL ORGANIZATIONS:

OSRO NAME(S):

OSRO CALLOUT TIME:

OSRO ARRIVAL TIME:

PROVIDE A LIST OF THE EQUIPMENT AND PERSONNEL OSRO PROVIDED, COMPANY OWNED EQUIPMENT THAT OSRO DEPLOYED ON BEHALF OF THE COMPANY, OR A BRIEF DESCRIPTION OF THE ACTIVITIES UNDERTAKEN BY THE OSRO:

N/A FOR ANNOUNCED DRILLS

OVERALL, WAS THE OSRO RESPONSE AND EQUIPMENT DEPLOYMENT ADEQUATE?

☐ YES ☒ NO -, LIST SUGGESTIONS FOR IMPROVEMENT IN QI COMMENTS SECTION

IS OSRO INFORMATION LISTED CORRECTLY IN RESPONSE PLANS?

☒ YES ☐ NO - PROVIDE CORRECT INFORMATION IN QI COMMENTS SECTION

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G. QI CERTIFICATION PAGE

WERE DEFICIENCIES IDENTIFIED DURING THIS EXERCISE/EVENT?

☒ NO ☐ YES -LIST ALL DEFICIENCIES IN COMMENTS SECTION.

HAVE DEFICIENCIES BEEN CORRECTED?

☒ N/A - NO DEFICIENCIES IDENTIFIED

☐ YES – CHANGES HAVE BEEN IMPLEMENTED

☐ IN PROGRESS - **CHANGES HAVE BEEN COMMUNICATED TO THE APPROPRIATE MANAGER OF OPERATIONS, ENTERED IN THE ONLINE ACTION ITEM TRACKING DATABASE AND FLAGGED FOR FOLLOW UP WITHIN 30 DAYS.**

ARE THERE OTHER ATTACHMENTS TO THIS FORM? ☐ NO ☒ YES - LIST BELOW IN COMMENTS SECTION)

QI COMMENTS:

PICTURES ATTACHED.

CERTIFICATION: IN ORDER TO BE VALID, THIS FORM MUST BEAR THE ORIGINAL SIGNATURE OF A LISTED QI

NAME (PRINT):

Jon Jacobs

SIGNATURE:

[Handwritten Signature]

DATE:

6/16/14

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APPENDIX A

PREP ICP/PRP CORE COMPONENT PLANNING/EVALUATION CHECKLIST

NOTE: USE THIS CHECKLIST FOR PLANNING EXERCISE OBJECTIVES AND AFTER CONDUCTING AN EQUIPMENT DEPLOYMENT EXERCISE OR RESPONDING TO AN ACTUAL EVENT. ALL OF THE QUESTIONS MUST BE ADDRESSED FOR EQUIPMENT DEPLOYMENT EXERCISES OR ACTUAL RESPONSES IN ORDER TO CERTIFY THE EVENT. IF A "NO" BOX IS CHECKED, AN ACCOMPANYING COMMENT SHOULD BE ENTERED IN THE "QI COMMENTS" SECTION. IF THE QUESTION IS "N/A", THEN CHECK "NO" AND PROVIDE JUSTIFICATION IN THE "QI COMMENTS" SECTION.

Yes No

ORGANIZATIONAL DESIGN

1. ☒ ☐ Were internal and external **notifications** made as required in the ICP/PRP?
2. ☒ ☐ Did the necessary **Company/Contractor staff mobilize** as required?
3. ☒ ☐ Was the **ICS/UCS** organization deployed smoothly and adhered to during the exercise or event?
4. ☒ ☐ Did all participants know their roles, and did they understand what was expected of them?

OPERATIONAL RESPONSE

5. ☒ ☐ Were the Integrated Contingency Plan and/or Pipeline Response Plan utilized?
6. ☒ ☐ Was the discharge source identified and secured in a timely manner?
7. ☒ ☐ Was the discharge area sized-up, wind direction and potential impacts assessed accurately?
8. ☒ ☐ Were protective actions (PPE, work zones, air monitoring etc.) applied appropriately?
9. ☒ ☐ Were zones, corridors, and evacuation routes established?
10. ☒ ☐ Was a short-term action plan developed?
11. ☒ ☐ Was terminal spill containment equipment deployed within **1 hour**?
12. ☐ ☒ Was pipeline spill containment equipment deployed timely and effectively?
13. ☒ ☐ Was terminal spill recovery equipment deployed (or available) within **2 hours**?
14. ☐ ☒ Was pipeline spill recovery equipment deployed timely and effectively?
15. ☒ ☐ Was the Area Contingency Plan (if applicable) reviewed to identify sensitivities?
16. ☒ ☐ Was protective booming discussed or used to protect water intakes?
17. ☒ ☐ Were population and wildlife protection, and wildlife rehabilitation considered?
18. ☒ ☐ Were long-term action plans developed to protect sensitive locations identified in the ICP/ACP?
19. ☒ ☐ Were storage and disposal of recovered material and contaminated debris considered?

RESPONSE SUPPORT

20. ☒ ☐ Were emergency communications, internal and external, effective?
21. ☒ ☐ Was transportation of personnel and equipment safe and expedient (land and waterborne)?
22. ☒ ☐ Was support staff available and adequate as expected?
23. ☒ ☐ Would berthing, messing, and emergency services be readily available if this were a large spill?
24. ☒ ☐ Was the equipment used adequately maintained and in good condition?
25. ☐ ☒ Was additional equipment procured by support staff in a timely manner?
26. ☒ ☐ Was a participant debriefing and post incident evaluation conducted?
27. ☒ ☐ Was all emergency-phase documentation gathered and secured?

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ATTENDANCE

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System Integrity Plan Change Log

Date	Change Location	Brief Description of Change
01/01/10	Section B, Line 7	Updated SIP Element numbering
1/1/2011	Section B	Simplified Instructions
1/1/2011	Section E	Inserted an equipment list to cover deployments and inspections.
12/31/11	All	2012 Annual Review complete – no changes
12/31/12	All	2013 annual review complete, no changes
12/31/2013	All	2014 SIP annual review completed, no changes

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